

**Study Room Policies**  
**Riley-Hickingbotham Library**

**General rules for all study rooms:**

- The library is not responsible for any personal property damaged in or stolen from the library. Valuables should not be left unattended nor should belongings be placed in study rooms to reserve them for future use. Any items left in study rooms left unattended for longer than 15 minutes may be removed and placed behind the front desk.
- Furniture should not be moved in or out of rooms.
- Writing on table surface, windows, or walls is not permitted.
- Groups must leave the study room clean. Erase whiteboards; place trash in the wastebasket; and return books, magazines, or journals to the Circulation Desk (or to Return Cart located outside the elevator).
- Users must maintain a moderate noise level. Rooms are not soundproof; loud talking will disturb others in adjoining rooms or outside.
- The library staff monitors study room activity and reserves the right to enter a study room at any time.
- Rooms should be vacated ten minutes before closing time.
- Failure to follow policies may result in temporary or permanent suspension of study room privileges for individuals or groups.
- The library reserves the right to require a patron to leave a study room or the building.

**Reservations:**

- Group Study Rooms may be used by current OBU students, faculty, and staff. Currently, the TEC Space is the only group study room accepting reservations.
- Group Study Rooms are designed for group collaboration, not individual study. If all non-reservable study rooms are occupied and the TEC Space is available, an individual may use it but may be asked to vacate if a group requests access.
- Reservations must be made through the library's website <https://obu.edu/library/>.
- Reservations outside normal library hours are not permitted.
- Rooms may be reserved up to one week in advance.
- Rooms may be reserved for up to two hours at a time for each group. If the room is still available within 15 minutes of the session's end, the reservation may be extended for an additional hour.
- Groups study rooms are meant to be shared by as many groups as possible. Only one reservation per student per room is allowed per week.
- Back-to-back and/or multiple reservations for a group may not be allowed if rooms are in high demand.
- Walk-in groups may use unoccupied rooms, but will be asked to leave if/when a group with an existing reservation arrives.
- The person under whose name the reservation is made is responsible for signing in and out of the room. This person must come to the circulation desk on the library's first floor.
- Reservations will be held for 10 minutes after the scheduled start time. If at least two group members have not arrived within the 10-minute grace period, the reservation is forfeited and that time slot becomes available to others.

**Equipment/Cable check-out**

- You must provide your own laptop computer or device.
- Devices will connect to the television via HDMI cord. If your device does not have an HDMI port, adapters for most computers and devices are available to check-out at the Circulation Desk.
- Appropriate equipment (cables and remote) will be issued to the designated group leader at sign-in. This person will be required to leave a valid student ID as collateral. The ID will be returned upon sign-out after all library equipment has been returned in good order.